



NOTICE OF PONTIAC CITY COUNCIL MEETING
June 10, 2020
at 10:00 a.m.

THE MEETING WILL BE HELD ELECTRONICALLY

The City Council of the City of Pontiac will hold a Special Meeting on the Budget on June 10, 2020 at 10:00 a.m. This meeting will be held electronically pursuant to the Open Meetings Act and Governor Whitmer's Executive Order 2020-75. The agenda of the Special Meeting on the Budget is attached Pursuant to Executive Order 2020-75, the Pontiac City Council gives notice of the following:

1. **Reason for Electronic Meeting.** The Pontiac City Council is meeting electronically because Executive Order 2020-75 requires that City Hall be closed to the public on the date of the meeting. Therefore, the public cannot be physically present and provide comment in City Hall.
2. **Procedures.** The public may view the meeting electronically through the following method.
<http://pontiac.mi.us/council/pontiactv/index.php>
3. **Public Comment.** For individuals who desire to make a public comment, please submit your name and comment in writing to publiccomments@pontiac.mi.us no later than 9:30 a.m. on June 10, 2020. Public comments are limited to three (3) minutes. The City Clerk will read your comments during the public comment section of the meeting.
4. **Persons with Disabilities.** Persons with disabilities may participate in the meeting through the methods set forth in paragraph 2. Individuals with disabilities requiring auxiliary aids or services in order to attend electronically should notify the Interim City Clerk, Garland Doyle at (248) 758-3200 or clerk@pontiac.mi.us at least 24 hours in advance of the meeting.

Dated 6-9-2020, 2:00 p.m.

Garland S. Doyle, Interim City Clerk

City of Pontiac

47450 Woodward Ave. Pontiac, MI 48342 Phone: (248) 758-3200

PONTIAC CITY COUNCIL

Kermit Williams, District 7
President
Randy Carter, District 4
President Pro Tem



Patrice Waterman, District 1
Megan Shramski, District 2
Mary Pietila, District 3
Gloria Miller, District 5
Dr. Doris Taylor Burks, District 6

It is this Council's mission "To serve the citizens of Pontiac by committing to help provide an enhanced quality of life for its residents, fostering the vision of a family-friendly community that is a great place to live, work and play."

Website: http://pontiac.mi.us/council/meeting_agendas_and_minutes/index.php

SPECIAL MEETING on the BUDGET

June 10, 2020

10:00 A.M.

167th Session of the 10th Council

Call to order

Roll Call

Authorization to Excuse Councilmembers

Amendments to and Approval of the Agenda

Department Hearings

1. Mayor's Office 10:00 a.m.
2. City Council 10:30 a.m.

Ordinance

3. City of Pontiac 2020-2021 General Appropriations Act (First Reading)

Discussions

4. 2019-2020 Proposed Budget Amendments

Department of Public Works (DPW)

- a. Proposed budget amendment to increase account 445-458-977.002 for Vehicles in the Capital Improvement Fund in the amount of \$712,000. This increase is due to ordinance passed by Pontiac City Council in May 2020 to increase the snow removal frequency from six inches to three inches.

Finance

- b. Proposed budget amendment to allocate a total of \$249,615 to the Major Street Fund in account 202-463-978.000 – Joslyn: Perry to Walton.
- c. Proposed budget amendment to allocate a total of \$79,450 to the Capital Improvement Fund in account 445-336-976.001 – Building Additions & Improvements.

Garland S. Doyle, M.P.A., Interim City Clerk

Office of the City Clerk 47450 Woodward Pontiac, Michigan 48342 Phone (248) 758-3200

Website: <http://pontiaccityclerk.com>

- d. Proposed budget amendment to allocate a total of \$422,990 to the General Fund in accounts 101-266-804.018 – Legal Services – Giarmarco Mullins for \$111,270, 101-266-804.021 – Legal Services Prosecutions for \$272,355, 101-266-804.022 – Legal Services MTT for \$1,040, 101-266-804.023 – Legal Services Code Enforcement for \$5,630, 101-266-804.024 – Legal Services Lawsuits for \$8,850, and 101-266-804.025 Legal Services Medical Marijuana for \$23,845.
- e. Proposed budget amendment to allocate a total of \$505,230 to the Local Street Fund in account 203-463-986.000 – Irwin: Sanford to MLK.

5. City Council Proposed Changes to the Mayor’s Proposed 2020-2021 Proposed Annual Budget

Public Comment

Adjournment

Department Hearings

#1

**Mayor's
Office**

BUDGET REPORT FOR CITY OF PONTIAC
Calculations as of 03/31/2020

Mayor

GL NUMBER	DESCRIPTION	2019-20	2019-20	2019-20	2020-21	2020-21	2020-21
		AMENDED BUDGET	ACTIVITY THRU 03/31/20	PROJECTED ACTIVITY	DEPARTMENT REQ. BUDGET	FINANCE REC. BUDGET	MAYOR REC. BUDGET
101-171-702.000	Salaries & Wages	356,990	275,561	379,438	405,910	405,910	364,310
101-171-702.004	Overtime Wages		5,073	3,601	3,266	3,266	872
101-171-707.003	CELL PHONE STIPEND	600	500	600	600	600	600
101-171-715.000	F.I.C.A. - City Contribution	28,341	22,072	30,302	32,304	32,304	28,938
101-171-716.000	MEDICAL INSURANCE	17,805	9,125	12,666	27,898	27,898	21,079
101-171-717.000	Life Insurance	4,514	1,325	2,077	5,694	5,694	5,110
101-171-718.500	MERS EMPLOYER CONTRIBUTIONS	12,012	4,356	6,027	9,295	9,295	6,455
101-171-719.000	Workers Compensation Insurance	1,100	696	1,146	857	857	765
101-171-719.001	Dental Insurance	3,885	874	3,885	2,629	2,629	2,401
101-171-721.010	Health Care Waiver	12,886	9,476	13,106	13,366	13,366	13,366
101-171-727.000	Office Supplies	17,000	16,034	20,360	20,000	20,000	20,000
101-171-728.000	Postage	1,300	1,869	4,635	4,600	4,600	4,600
101-171-730.000	Publications & Maps	340	421	340	100	100	100
101-171-731.001	COMPUTER SUPPLIES	3,180		3,180	3,180	3,180	3,180
101-171-731.003	COMPUTER EQUIPMENT	2,645	965	2,645	2,000	2,000	2,000
101-171-740.000	Operating Supplies	1,450	1,265	1,450	1,600	1,600	1,600
101-171-807.000	Services - Membership Dues	18,840	7,569	18,840	25,627	25,627	25,627
101-171-808.171	OU INITIATIVE	30,000	1,085	30,000	30,000	30,000	25,000
101-171-818.000	Other Professional Services	18,692	1,601	18,692	10,000	10,000	10,000
101-171-819.000	Contractual Temp/PT Labor	21,308	25,424	33,899			15,000
101-171-851.000	SERVICES - COMMUNICATIONS-TELEPHONE	1,237	4,047	4,546	2,908	2,908	2,908
101-171-852.010	SERVICES - CABLE TV/INTERNET	4,021	2,286	3,392	4,150	4,150	4,150
101-171-861.000	Travel Expenses	3,000	10,542	14,056	12,000	12,000	8,000
101-171-901.000	Printing and Bindery Service	10,000	1,587	16,483	5,000	5,000	5,000
101-171-914.000	Insurance Property Coverage	20,238	14,867	20,238	27,253	27,253	27,253
101-171-942.000	Services - Equipment Rentl Non-City	250	139	250	250	250	250
101-171-942.002	COPIER SUPPLES	750	1,089	1,452	2,000	2,000	2,000
101-171-957.002	Training Expense	5,000	3,320	5,000	5,000	5,000	5,000
101-171-957.003	Employee Meals - Commission Food	500	207	500	500	500	500
NET OF REVENUES/APPROPRIATIONS - FUND 101							
BEGINNING FUND BALANCE		18,591,032	18,591,032	18,591,032	17,938,226	17,938,226	17,938,226
ENDING FUND BALANCE		17,993,148	18,167,657	17,938,226	17,280,239	17,280,239	17,332,162

F. 2021 Positions

FY 21 Department Request FY 21 Mayor's Recommended

Mayor		
Deputy Mayor	116,338.75	116,338.75
Executive Assistant	67,485.60	67,485.60
Executive Assistant	67,485.60	67,485.60
Mayor	113,000.00	113,000.00

#2

City

Council

BUDGET REPORT FOR CITY OF PONTIAC
 Calculations as of 03/31/2020
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City Council

GL NUMBER	DESCRIPTION	2019-20	2019-20	2019-20	2020-21	2020-21	2020-21
		AMENDED BUDGET	ACTIVITY THRU 03/31/20	PROJECTED ACTIVITY	DEPARTMENT REQ. BUDGET	FINANCE REC. BUDGET	MAYOR REC. BUDGET
101-101-702.000	Salaries & Wages	254,850	153,986	228,298	278,350	278,350	210,500
101-101-715.000	F.I.C.A. - City Contribution	19,496	11,753	17,365	21,294	21,294	16,103
101-101-716.000	MEDICAL INSURANCE	19,125	3,951	5,479	25,416	25,416	6,819
101-101-717.000	Life Insurance	1,982	364	639	2,284	2,284	1,373
101-101-718.500	MERS EMPLOYER CONTRIBUTIONS	9,404	1,389	1,925	6,507	6,507	1,900
101-101-719.000	Workers Compensation Insurance	754	359	591	648	648	513
101-101-719.001	Dental Insurance	706	88	706	1,297	1,297	411
101-101-727.000	Office Supplies	5,000	1,792	2,448	2,500	2,500	2,500
101-101-728.000	Postage	31,000	2	62	31,000	31,000	1,000
101-101-730.000	Publications & Maps	1,000		1,000	1,000	1,000	1,000
101-101-731.003	COMPUTER EQUIPMENT	1,500	868	1,500	2,500	2,500	2,500
101-101-804.000	Legal Services	80,000	1,416	80,000	125,000	125,000	15,000
101-101-804.018	Legal Services-Glarmarco Mullins	25,000	42,310	51,970	10,000	52,000	52,000
101-101-805.001	Audit Compliance Fee	53,200	35,000	53,200	53,200	53,800	53,800
101-101-807.000	Services - Membership Dues	20,050	19,895	19,895	21,500	21,500	21,500
101-101-808.101	DISTRICT PROJECTS	48,000	1,500	1,500	98,000	98,000	49,000
101-101-809.001	COVID 19 EXPENDITURES						15,000
101-101-818.000	Other Professional Services	50,000	1,851	5,493	50,000	50,000	20,000
101-101-851.000	SERVICES - COMMUNICATIONS-TELEPHONE	615	1,192	1,492	1,560	1,560	1,560
101-101-852.010	SERVICES - CABLE TV/INTERNET	5,849	4,315	6,190	6,560	6,560	6,560
101-101-861.000	Travel Expenses	15,000		15,000	15,000	15,000	2,500
101-101-901.000	Printing and Bindery Service	1,200		100	1,200	1,200	1,200
101-101-914.000	Insurance Property Coverage	44,144	31,893	44,144	49,055	49,055	49,055
101-101-931.001	Services - Building Maintenance	2,500		2,500	2,500	2,500	2,500
101-101-942.000	Services - Equipment Rentl Non-City	120	19	120	120	120	120
101-101-942.002	COPIER SUPPLES	200	147	200	200	200	200
101-101-957.002	Training Expense	2,000	539	2,000	2,000	2,000	2,000
101-101-959.000	Miscellaneous Expenses	20,000	1,467	20,000	25,000	25,000	10,000
NET OF REVENUES/APPROPRIATIONS - FUND 101							
BEGINNING FUND BALANCE		18,591,032	18,591,032	18,591,032	18,027,215	18,027,215	18,027,215
ENDING FUND BALANCE		17,878,337	18,274,936	18,027,215	17,193,524	17,150,924	17,480,601

FY 21 Positions

Position	FY 21 Department Request	FY 21 Mayor's Recommended
City Council		
Council Member	16,500.00	16,500.00
Council Member	16,500.00	16,500.00
Council Member	16,500.00	16,500.00
Council Member	16,500.00	16,500.00
Council Member	16,500.00	16,500.00
Council Member	16,500.00	16,500.00
Council Member	16,500.00	16,500.00
Policy Advisor Legislative Counsel	97,850.00	95,000.00
Legislative Fiscal Analyst	65,000.00	

#3

Ordinance

Budget Ordinance

Ordinance No. XXXX

An Ordinance to appropriate the sums of money necessary to meet the expenditures set forth in the budget recommended for the operation of the City of Pontiac, Michigan; to defray the debts, expenditures, and liabilities of said City for the fiscal year beginning the first day of July, 2020; to adopt the fee schedule for public records and services for the fiscal year 2020/21.

Whereas, the proposed General Appropriations Act is required to be effective July 1, 2020 so the City can legally operate.

The City of Pontiac Ordains:

Section 1. Title.

This ordinance shall be known as the City of Pontiac 2020-2021 General Appropriations Act.

Section 2. Public Hearing on the Budget.

Pursuant to MCLA 141.412 and .413, notice of a public hearing on the proposed budget was published in The Oakland Press, a newspaper of general circulation on Thursday May XX, 2020 and a public hearing on the proposed budget was held on Tuesday June 2, 2020.

Section 3. Millage Levy, Administration Fee, and Penalties.

The City Council for the City of Pontiac shall authorize the following millages to be levied and collected on the general property tax of all real and personal property within the City upon the current tax roll an allocated millage of 11.1699 operating; 1.4862 youth center; 1.3961 capital improvement; 2.7923 sanitation; 0.4954 senior services. The City Treasurer is hereby authorized to impose a one percent (1%) property tax administration fee for all property taxes due, and a late penalty charge when applicable, in conformance with Section 44 of Public Act 206 of 1893.

Section 4. Adoption of budget by Function.

The City Council of the City of Pontiac received a five-year budget for 2020-21, 2021-22, 2022-23, 2023-24, and 2024-25 fiscal years. The City Council of the City of Pontiac adopts the 2020-2021 fiscal year budgets for the various funds by line item. City officials responsible for the expenditures authorized in the budget may expend City funds up to, but not to exceed, the total appropriation authorized for each line item.

Section 5. Payment of Bills.

Pursuant to the Local Financial Stability and Choice Act and the Accounting Procedures Manual for Local Governments in Michigan, all claims (bills) against the City shall be approved by the Finance Director of the City of Pontiac prior to being paid.

Budget Ordinance (Continued)

Section 6: Budgeted Revenues and Expenditures--Estimated total revenues and expenditures, including transfers in and out and other sources, for the various funds of the City of Pontiac beginning July 1, 2020 are \$86,396,312 in revenues and \$99,637,873 in expenditures, as set forth in the 2020-2021 budget as reflected in the budget report dated 4/30/20.

Section 7. Specific Appropriations.

There are no specific appropriations contained in the budget.

Section 8. Periodic Financial Reports.

The Finance Director shall provide the Mayor and City Council financial reports on a monthly basis.

Section 9. Budget Monitoring and Amending.

Whenever it appears to the Finance Director that the actual and probable revenues in any fund will be less than the estimated revenues upon which appropriations from such fund were based, and when it appears that expenditures will exceed an appropriation upon which appropriations from such fund were based, the Finance Director shall present to the Mayor recommendations to prevent expenditures from exceeding available revenues or appropriations for the fiscal year. Such recommendations shall include proposals for reducing appropriations, increasing revenues or both. The Finance Director is hereby authorized to amend an appropriation line item within a fund or department that does not exceed ten thousand dollars (\$10,000) within a fiscal year. Any budget amendments to a line item or department that exceeds ten thousand dollars (\$10,000) within a fiscal year must be approved by the City council prior to amendment. For all transfers in and transfer out between appropriation line items or departments exceeding ten thousand dollars (\$10,000) must be approved by City Council prior to such transfer.

Section 10. Severability.

If any section, clause, or provision of this Ordinance shall be declared to be unconstitutional, void, illegal, or ineffective by any Court of competent jurisdiction, such section, clause, or provision declared to be unconstitutional, void, or illegal shall thereby cease to be a part of this Ordinance, but the remainder of this Ordinance shall stand and be in full force and effect.

Section 11. Repealer.

All Ordinances or parts of Ordinances in conflict herewith are hereby repealed only to the extent necessary to give this Ordinance full force and effect.

Section 12. Publication.

The Clerk shall publish this Ordinance in a newspaper of general circulation.

Section 13. Emergency Declaration and Effective Date.

This Ordinance is declared an emergency to allow the City to legally spend money after July 1, 2020 and shall be effective immediately upon adoption.

Budget Ordinance (Continued)

With revenue and expenditures categorized by function as herein provided:

<u>Fund</u> <u>Number</u>	<u>Appropriation Line Item</u>		<u>Revenues</u>		<u>Expenditures</u>
101	General	\$	36,559,302	\$	41,853,579
202	Major Streets	\$	5,848,359	\$	6,789,748
203	Local Streets	\$	1,902,161	\$	4,332,209
208	Youth Recreation Millage	\$	1,165,575	\$	1,306,614
209	Cemetery Care Fund	\$	687,491	\$	687,491
212	Senior Activities Millage	\$	366,592	\$	534,542
226	Sanitation Fund	\$	4,354,210	\$	4,354,210
231	Cable Fund	\$	157,000	\$	255,771
239	TIFA District 2	\$	376,338	\$	653,343
240	TIFA District 3	\$	1,965,063	\$	2,328,138
243	Brownfield Redeveloping Auth	\$	4,150	\$	5,150
249	Building Department	\$	2,820,830	\$	2,842,328
252	CDBG FY2012 Fund	\$	-	\$	30,335
263	Home Buyers Assistance Fund	\$	-	\$	3,638
265	Drug Enforcement	\$	40,900	\$	58,033
276	District Court	\$	3,748,709	\$	3,748,709
277	MIDC Fund	\$	736,491	\$	736,491
280	Public Act 48	\$	-	\$	7,750
445	Capital Improvement	\$	1,002,637	\$	2,854,333
585	Parking	\$	17,155,362	\$	17,995,404
659	Insurance	\$	7,131,223	\$	7,601,136
677	Self-Insurance Wk Comp	\$	373,919	\$	658,919

Budget Ordinance (Continued)

<u>General Fund - 101</u>	
ESTIMATED REVENUES	
Property Taxes	8,478,935
Income Taxes	13,541,775
Licenses and Permits	178,900
Federal Grants	20,000
State Grants	10,630,785
Charges for Services	1,048,900
Fines and Forfeits	8,000
Interest and Rents	751,800
Other Revenue	1,837,482
Transfers In and Other Uses	62,725
TOTAL ESTIMATED REVENUES	36,559,302
APPROPRIATIONS	
General Government	6,547,791
Public Safety	21,821,812
Public Works	2,629,021
Community and Economic Development	1,971,747
Recreation and Culture	3,704,861
Other Functions	2,258,844
Transfers Out and Other Uses	2,919,503
TOTAL APPROPRIATIONS	41,853,579
General Fund	
NET OF REVENUES/APPROPRIATIONS	(5,294,277)
Estimated Beginning Fund Balance	20,924,754
Estimated Ending Fund Balance	15,630,477

Budget Ordinance (Continued)

<u>Major Street Fund - 202</u>	
ESTIMATED REVENUES	
State Grants	5,822,659
Interest and Rents	25,700
TOTAL ESTIMATED REVENUES	5,848,359
APPROPRIATIONS	
Public Works	6,789,748
TOTAL APPROPRIATIONS	6,789,748
Major Street Fund	
NET OF REVENUES/APPROPRIATIONS	(941,389)
Estimated Beginning Fund Balance	2,226,552
Estimated Ending Fund Balance	1,285,163

<u>Local Street Fund - 203</u>	
ESTIMATED REVENUES	
State Grants	1,874,220
Interest and Rents	27,941
TOTAL ESTIMATED REVENUES	1,902,161
APPROPRIATIONS	
Public Works	4,332,209
TOTAL APPROPRIATIONS	4,332,209
Local Street Fund	
NET OF REVENUES/APPROPRIATIONS	(2,430,048)
Estimated Beginning Fund Balance	3,136,483
Estimated Ending Fund Balance	706,435

Budget Ordinance (Continued)

<u>Youth Recreation Millage Fund - 208</u>	
ESTIMATED REVENUES	
Property Taxes	992,024
State Grants	23,551
Other Revenue	150,000
TOTAL ESTIMATED REVENUES	1,165,575
APPROPRIATIONS	
Recreation and Culture	1,306,614
TOTAL APPROPRIATIONS	1,306,614
<u>Recreation Millage Fund</u>	
NET OF REVENUES/APPROPRIATIONS	(141,039)
Estimated Beginning Fund Balance	279,001
Estimated Ending Fund Balance	137,962

<u>Cemetery Care Fund - 209</u>	
ESTIMATED REVENUES	
Transfers In and Other Uses	687,491
TOTAL ESTIMATED REVENUES	687,491
APPROPRIATIONS	
General Government	687,491
TOTAL APPROPRIATIONS	687,491
<u>Cemetery Care Fund</u>	
NET OF REVENUES/APPROPRIATIONS	-
Estimated Beginning Fund Balance	(6,024)
Estimated Ending Fund Balance	(6,024)

<u>Senior Activities - 212</u>	
ESTIMATED REVENUES	
Property Taxes	328,456
State Grants	16,670
Interest and Rents	21,466
TOTAL ESTIMATED REVENUES	366,592
APPROPRIATIONS	
Recreation and Culture	534,542
TOTAL APPROPRIATIONS	534,542
<u>Senior Activities</u>	
NET OF REVENUES/APPROPRIATIONS	(167,950)
Estimated Beginning Fund Balance	970,049
Estimated Ending Fund Balance	802,099

Budget Ordinance (Continued)

<u>Sanitation Fund - 226</u>	
ESTIMATED REVENUES	
Property Taxes	1,830,088
State Grants	93,961
Charges for Services	2,389,361
Interest and Rents	40,800
TOTAL ESTIMATED REVENUES	4,354,210
APPROPRIATIONS	
Public Works	4,354,210
TOTAL APPROPRIATIONS	4,354,210
Sanitation Fund	
NET OF REVENUES/APPROPRIATIONS	-
Estimated Beginning Fund Balance	7,173,026
Estimated Ending Fund Balance	7,173,026

<u>Cable Revenue - 231</u>	
ESTIMATED REVENUES	
Charges for Services	149,000
Interest and Rents	8,000
TOTAL ESTIMATED REVENUES	157,000
APPROPRIATIONS	
General Government	255,771
TOTAL APPROPRIATIONS	255,771
Cable Revenue	
NET OF REVENUES/APPROPRIATIONS	(98,771)
Estimated Beginning Fund Balance	1,107,283
Estimated Ending Fund Balance	1,008,512

<u>Tax Increment Finance Authority District 2 - 239</u>	
ESTIMATED REVENUES	
Property Taxes	31,733
State Grants	17,600
Charges for Services	50,000
Contribution from Primary Government	277,005
TOTAL ESTIMATED REVENUES	376,338
APPROPRIATIONS	
Debt Service & Financial Guarantee	653,343
TOTAL APPROPRIATIONS	653,343
Tax Increment Finance Authority District 2	
NET OF REVENUES/APPROPRIATIONS	(277,005)
Estimated Beginning Fund Balance	(2,940,516)
Estimated Ending Fund Balance	(3,217,521)

Budget Ordinance (Continued)

<u>Tax Increment Finance Authority District 3 - 240</u>	
ESTIMATED REVENUES	
Property Taxes	1,382,989
State Grants	218,999
Contribution from Primary Government	363,075
TOTAL ESTIMATED REVENUES	1,965,063
APPROPRIATIONS	
Debt Service & Financial Guarantee	2,328,138
TOTAL APPROPRIATIONS	2,328,138
Tax Increment Finance Authority District 3	
NET OF REVENUES/APPROPRIATIONS	(363,075)
Estimated Beginning Fund Balance	(2,118,462)
Estimated Ending Fund Balance	(2,481,537)

<u>Brownfield Redevelopment Authority - 243</u>	
ESTIMATED REVENUES	
Property Taxes	4,150
TOTAL ESTIMATED REVENUES	4,150
APPROPRIATIONS	
Community and Economic Development	5,150
TOTAL APPROPRIATIONS	5,150
Brownfield Redevelopment Authority	
NET OF REVENUES/APPROPRIATIONS	(1,000)
Estimated Beginning Fund Balance	231,246
Estimated Ending Fund Balance	230,246

<u>Building Department Fund - 249</u>	
ESTIMATED REVENUES	
Licenses and Permits	2,545,107
Charges for Services	273,223
Interest and Rents	2,500
TOTAL ESTIMATED REVENUES	2,820,830
APPROPRIATIONS	
Public Safety	2,842,328
TOTAL APPROPRIATIONS	2,842,328
Building Department Fund	
NET OF REVENUES/APPROPRIATIONS	(21,498)
Estimated Beginning Fund Balance	2,064,845
Estimated Ending Fund Balance	2,043,347

Budget Ordinance (Continued)

<u>CDBG FY2012 Fund - 252</u>	
ESTIMATED REVENUES	-
TOTAL ESTIMATED REVENUES	-
APPROPRIATIONS	
Transfers Out	30,335
TOTAL APPROPRIATIONS	30,335
CDBG FY2012 Fund	
NET OF REVENUES/APPROPRIATIONS	(30,335)
Estimated Beginning Fund Balance	30,335
Estimated Ending Fund Balance	-

<u>Home Buyers Assistance Fund - 263</u>	
ESTIMATED REVENUES	-
TOTAL ESTIMATED REVENUES	-
APPROPRIATIONS	
Transfers Out	3,638
TOTAL APPROPRIATIONS	3,638
Home Buyers Assistance Fund	
NET OF REVENUES/APPROPRIATIONS	(3,638)
Estimated Beginning Fund Balance	3,638
Estimated Ending Fund Balance	-

<u>Drug Enforcement Fund - 265</u>	
ESTIMATED REVENUES	
Fines and Forfeits	40,000
Interest and Rents	900
TOTAL ESTIMATED REVENUES	40,900
APPROPRIATIONS	
Public Safety	58,033
TOTAL APPROPRIATIONS	58,033
Drug Enforcement Fund	
NET OF REVENUES/APPROPRIATIONS	(17,133)
Estimated Beginning Fund Balance	210,406
Estimated Ending Fund Balance	193,273

Budget Ordinance (Continued)

<u>District Court - 276</u>	
ESTIMATED REVENUES	
Charges for Services	742,800
State Grants	182,900
Fines and Forfeits	971,000
Interest and Rents	1,800
Transfers In and Other Uses	1,850,209
TOTAL ESTIMATED REVENUES	3,748,709
APPROPRIATIONS	
General Government	3,689,472
Transfers Out and Other Uses	59,237
TOTAL APPROPRIATIONS	3,748,709
District Court	
NET OF REVENUES/APPROPRIATIONS	-
Estimated Beginning Fund Balance	1,487
Estimated Ending Fund Balance	1,487

<u>MIDC Fund - 277</u>	
ESTIMATED REVENUES	
State Grants	698,254
Transfers In and Other Uses	38,237
TOTAL ESTIMATED REVENUES	736,491
APPROPRIATIONS	
General Government	736,491
TOTAL APPROPRIATIONS	736,491
MIDC Fund	
NET OF REVENUES/APPROPRIATIONS	-
Estimated Beginning Fund Balance	-
Estimated Ending Fund Balance	-

<u>PA 48 - Telecommunications Fund - 280</u>	
ESTIMATED REVENUES	
State Grants	-
TOTAL ESTIMATED REVENUES	-
APPROPRIATIONS	
Transfers Out and Other Uses	7,750
TOTAL APPROPRIATIONS	7,750
PA 48 - Telecommunications Fund	
NET OF REVENUES/APPROPRIATIONS	(7,750)
Estimated Beginning Fund Balance	7,750
Estimated Ending Fund Balance	-

Budget Ordinance (Continued)

<u>Capital Improvement Fund - 445</u>	
ESTIMATED REVENUES	
Property Taxes	930,657
State Grants	46,980
Interest and Rents	25,000
TOTAL ESTIMATED REVENUES	1,002,637
APPROPRIATIONS	
General Government	1,622,452
Public Safety	519,881
Public Works	712,000
TOTAL APPROPRIATIONS	2,854,333
Capital Improvement Fund	
NET OF REVENUES/APPROPRIATIONS	(1,851,696)
Estimated Beginning Fund Balance	2,395,482
Estimated Ending Fund Balance	543,786

<u>Parking Fund - 585</u>	
ESTIMATED REVENUES	
Property Taxes	(500)
State Grants	163,020
Interest and Rents	26,000
Other Financing Sources	16,585,039
Transfers In and Other Uses	381,803
TOTAL ESTIMATED REVENUES	17,155,362
APPROPRIATIONS	
Public Works	197,726
Recreation and Culture	1,212,639
Capital Outlay	16,585,039
TOTAL APPROPRIATIONS	17,995,404
Parking Fund	
NET OF REVENUES/APPROPRIATIONS	(840,042)
Estimated Beginning Net Position	12,630,488
Estimated Ending Net Position	11,790,446

Budget Ordinance (Continued)

<u>Insurance Fund - 659</u>	
ESTIMATED REVENUES	
Charges for Services	6,394,809
Other Revenue	736,414
TOTAL ESTIMATED REVENUES	7,131,223
APPROPRIATIONS	
Other Functions	7,601,136
TOTAL APPROPRIATIONS	7,601,136
Insurance Fund	
NET OF REVENUES/APPROPRIATIONS	(469,913)
Estimated Beginning Fund Balance	2,157,833
Estimated Ending Fund Balance	1,687,920

<u>Workers' Compensation Fund - 677</u>	
ESTIMATED REVENUES	
Charges for Services	358,919
Interest and Rents	15,000
TOTAL ESTIMATED REVENUES	373,919
APPROPRIATIONS	
Other Functions	658,919
TOTAL APPROPRIATIONS	658,919
Workers' Compensation Fund	
NET OF REVENUES/APPROPRIATIONS	(285,000)
Estimated Beginning Fund Balance	924,936
Estimated Ending Fund Balance	639,936

#4a

Discussion



CITY OF

Executive Branch

TO: Honorable City Council President Kermit Williams, and City Council Members

FROM: Irwin Williams, CPA, Interim Finance Director

CC: Honorable Mayor Deirdre Waterman, Jane Bais-DiSessa, John Balint, Dan Ringo

DATE: May 14, 2020

RE: **Resolution to approve a budget amendment for fiscal year 2019/2020 to allocate a total of \$712,000 for the purchase of two vehicles for 2020-2021 snow removal in the Capital Improvement Fund.**

In May 2020, the City Council passed an ordinance changing the snow removal policy from six inches to three inches. Accordingly, the City will have to purchase two vehicles to accommodate the additional snow removal. Bidding practices require that there be adequate appropriations have been authorized by Council before bids can be requested to purchase these vehicles. The vehicles will not be in the City's possession until after 6/30/20. Given the timing of this amendment being close to the end of the fiscal year, this resolution is presented with the understanding that this expense will be recognized in FY 21 and will require a rollover amendment from FY 20 to FY 21. As such, the following resolution is recommended for your consideration:

Whereas, on the city council has expressed the desire to increase snow removal frequency from six inches to three inches;

Whereas, the city will have to purchase two vehicles to meet the requirements of the ordinance;

Whereas bidding practices require that there are adequate appropriations budgeted before bids are requested;

Whereas, the City Council will authorize a budget amendment in fiscal year 2020 for \$712,000, with the understanding that this appropriation will need to be rolled over to fiscal year 2021, as that is the period in which the vehicles will be delivered, and the expense recognized.

NOW THEREFORE be resolved that the City Council hereby authorizes the Interim City Clerk to publish a notice in a newspaper of general circulation at least one week before consideration of the proposed budget amendment to increase account 445-458-977.002 for Vehicles in the Capital Improvement Fund in the amount of \$712,000. This increase is due to ordinance passed by Pontiac City Council in May 2020 to increase the snow removal frequency from six inches to three inches.

Winter Operations Plan

Present and Future

March 12, 2019

Revised 3/20/19

Revised 5/14/20

Past Status

Winter operations on major roads and local streets in the City of Pontiac has changed multiple times over the past 20 years. Most, if not all of these changes reflect changes in the City's budget.

Going back to the 1990's and early 2000's, the City had a complete Department of Public Works, including a fully staffed garage with mechanics and all the requisite support staff. The Department had over 85 employees for public works alone, 16 who were dedicated to road maintenance. We had the ability to run operations 24 hours straight and pull staff from other divisions to assist. Specifically for winter operations, the Department had:

	1990's & 2000's
Staff	16
Trucks	8
Other	3 (One Ton Dumps and P/U)

With this amount of staff and equipment, the City operated under an operations plan very similar to the current plan, where we did not plow local streets until there was a snowfall of 6-inches or more. On an average, it took approximately 10 hours after the snow had stopped to complete clearing major roads, and 72 hours after that to finish clearing local streets.

Under Emergency Management, all of the City staff was laid off and contractors were hired to perform DPW work. The Road Commission for Oakland County was contracted to perform winter maintenance of major roads, and TDE was contracted for local streets.

The RCOC used 2 of our trucks for City major roads, and the contractor had small dump trucks and pick-ups for local streets. The operations plan remained the same through this entire timeframe. We do not have data as to what time it took to clear the roads and streets.

Current Status

This season, the City took back the responsibility of maintaining the major roads. The contract with the RCOC was not extended. The City hired adequate staff to man our equipment. Our current staff and equipment is:

	Current
Staff	7
Trucks	6
Other	1 (P/U with plow and salter)
Contractor	4 (staff and vehicles-average)

With the current staff, contractor and equipment, we can adequately maintain the major roads and local streets under the current snow operations plan. Our goals are to continuously maintain the major roads during a snow event and to complete operations on the local streets in the event of a snowfall of 6-inches or more within 48 hours of the end of the snow event.

5-Year Plan for Equipment and Staff

The following is a 5-year plan for DPW to ramp up equipment and services in order to provide better services to the residents. This plan is budget dependent and all numbers are estimates. This is by no means a comprehensive plan for DPW, it reflects needs for snow operations only. The current ACT 51 funds will not be adequate to pay for the additional equipment required not be able to maintain the proposed staff and equipment on an annual basis.

	2020-2021	New	Cost
Staff	9	2	\$170,000
Trucks	6	2	\$460,000
Retrofitting		2	\$252,000
Contractor	1 Current contract assuming 5 plows		\$385,000
		Total	\$1,267,000
	2021-2022	New	Cost
Staff	11	2	\$240,000
Trucks	8 Retire 2 existing trucks	2	\$430,000
Other	0 (Medium Duty w/ plow and salter)	2	\$180,000
Contractor	1 Current contract assuming 5 plows		\$385,000
Expanded DPW	1		\$120,000
		Total	\$1,355,000
	2022-2023	New	Cost
Staff	13	2	\$240,000
Trucks	8 Retire 2 existing trucks	2	\$430,000
Other	2 (Medium Duty w/ plow and salter)	2	\$180,000
Contractor	1 Current contract assuming 5 plows		\$110,000
Loader		1	\$120,000
Salt Barn	1		\$500,000
		Total	\$1,580,000

		2023-2024	New	Cost
Staff	15		2	\$240,000
Trucks	8			
Other	4	(Medium Duty w/ plow and salter)	2	\$180,000
Contractor	1			
Loader	1			
Salt Barn	1			
			Total	\$420,000
		2024-2025	New	Cost
Staff	17			
Trucks	8			
Other	6	(Medium Duty w/ plow and salter)		
Contractor				
			Total	\$0

With this plan, the Department has staff that can perform a variety of work when we are not performing winter operations such as full time park staff, full time mowing staff, etc.

Prior to the construction of a salt barn or a DPW garage, the Department will have a “needs assessment” completed. This will identify the Departments current space needs and equipment, pair that with future needs and equipment to determine the best initial and future space needs of the department. We plan to begin this process at the beginning of the upcoming budget year.

As a Department, our goal in the past couple of years has been incremental expansion, taking on a little work every year so as to not over tax the system or the employees.

#4b

Discussion



CITY OF

Executive Branch

TO: Honorable City Council President Kermit Williams, and City Council Members

FROM: Irwin Williams, CPA, Acting Finance Director

CC: Honorable Mayor Deirdre Waterman, Jane Bais-DiSessa, Dan Ringo, John Balint

DATE: May 20, 2020

RE: **Resolution to authorize the Interim City Clerk to publish a notice for the proposed budget amendment for rehabilitation work done to Joslyn Ave between Perry Street and Walton Boulevard.**

The City received an invoice from the Michigan Department of Transportation for rehabilitation work related to Joslyn Ave between Perry and Walton in March of 2020 for the amount of \$249,615. This project was originally budgeted in FY 2019 for \$2,650,273. Of this total appropriation, \$1,469,486 was spent as of 6/30/2019, leaving unspent balances in the Major Street Fund Balance of \$646,466.71. The Finance Office is requesting a budget amendment of \$249,615 to account 202-463-978.000 – Joslyn: Perry to Walton.

As such, the following resolution is recommended for your consideration:

Whereas, the City of Pontiac timely approved the 2019-2020 budget on June 9, 2019 and;

Whereas, the Mayor has reviewed the department of public works requests for rollover of unused appropriations in the previous fiscal year, 2018-2019, and;

Whereas, the Mayor is proposing to the City Council to increase the appropriations for the current year 2019-2020 for the rehabilitation of Joslyn Ave between Perry Street and Walton Boulevard for the amount of \$249,615 to account 202-463-978.000 as necessary to complete the projects that the City Council had fully funded and approved in the last fiscal year but were not timely expended.

Whereas, the increased appropriations will not cause the fund balance in the Major Street fund to go below the policy mandated thresholds and;

NOW THEREFORE be resolved that the City Council hereby authorizes the Interim City Clerk to publish a notice in a newspaper of general circulation at least one week before consideration of the proposed budget amendment to allocate a total of \$249,615 to the Major Street Fund in account 202-463-978.000 – Joslyn: Perry to Walton.

#4c

Discussion



CITY OF

Executive Branch

TO: Honorable City Council President Kermit Williams, and City Council Members

FROM: Irwin Williams, CPA, Acting Finance Director

CC: Honorable Mayor Deirdre Waterman, Jane Bais-DiSessa, Dan Ringo, John Balint

DATE: May 20, 2020

RE: **Resolution to authorize the Interim City Clerk to publish a notice for the proposed budget amendment to replace boilers and driveway repair at Fire Station #9 and replace the boiler at Fire Station #6**

The City was required to perform emergency repairs to Fire Stations 6 and 9, specifically to fix the drive way and replace the boiler at Fire Station 9 and replace the boiler at Fire Station 6. These expenditures were not originally budgeted for, but repairs were required to be done due to the boilers breaking down during the Winter season. The Finance Office is requesting a budget amendment of \$79,450 to account 445-336-976.001 – Building Additions & Improvements.

As such, the following resolution is recommended for your consideration:

Whereas, the City of Pontiac timely approved the 2019-2020 budget on June 9, 2019 and;

Whereas, emergency repairs to Fire Station #6 and Fire Station #9 were required that were not originally appropriated for;

Whereas, the Mayor is proposing to the City Council to increase the appropriations for the current year 2019-2020 for the repairs to the Capital Improvement Fund for the amount of \$79,450 to account 445-336-976.001 – Building Additions & Improvements.

Whereas, the increased appropriations will not cause the fund balance in the Capital Improvement fund to go below the policy mandated thresholds and;

NOW THEREFORE be resolved that the City Council hereby authorizes the Interim City Clerk to publish a notice in a newspaper of general circulation at least one week before consideration of the proposed budget amendment to allocate a total of \$79,450 to the Capital Improvement Fund in account 445-336-976.001 – Building Additions & Improvements.

#4d

Discussion



CITY OF

Executive Branch

TO: Honorable City Council President Kermit Williams, and City Council Members

FROM: Irwin Williams, CPA, Acting Finance Director

CC: Honorable Mayor Deirdre Waterman, Jane Bais-DiSessa

DATE: May 20, 2020

RE: **Resolution to authorize the Interim City Clerk to publish a notice for the proposed budget amendment for services paid to Giarmarco Mullins for general legal services**

The original budget adopted by City Council for fiscal year 2020 for all Giarmarco Mullins legal services, such as general legal, Michigan tax tribunal, lawsuits, code enforcement, prosecutions and medical marijuana for \$200,000. Based on past and current activity, this appropriation was deficient. As such, the following resolution is recommended for your consideration:

Whereas, on the city council originally adopted an appropriation for account 101-266-804.018 of \$200,000;

Whereas, this original appropriation was not sufficient to cover the ongoing legal costs for general services provided by the City Attorney, Giarmarco Mullins;

Whereas, the City Council will be required to authorize a budget amendment in fiscal year 2020 for \$422,990.

NOW THEREFORE be resolved that the City Council hereby authorizes the Interim City Clerk to publish a notice in a newspaper of general circulation at least one week before consideration of the proposed budget amendment to allocate a total of \$422,990 to the General Fund in accounts 101-266-804.018 – Legal Services – Giarmarco Mullins for \$111,270, 101-266-804.021 – Legal Services Prosecutions for \$272,355, 101-266-804.022 – Legal Services MTT for \$1,040, 101-266-804.023 – Legal Services Code Enforcement for \$5,630, 101-266-804.024 – Legal Services Lawsuits for \$8,850, and 101-266-804.025 Legal Services Medical Marijuana for \$23,845.

#4e

Discussion



CITY OF

Executive Branch

TO: Honorable City Council President Kermit Williams, and City Council Members

FROM: Irwin Williams, CPA, Acting Finance Director

CC: Honorable Mayor Deirdre Waterman, Jane Bais-DiSessa, Dan Ringo, John Balint

DATE: May 20, 2020

RE: **Resolution to authorize the Interim City Clerk to publish a notice for the proposed budget amendment for rehabilitation work done to Irwin Ave from Sandford St to Martin Luther King Jr. Boulevard**

The City received an invoice related to the Local Street Improvement Project with Pamar Enterprises for work done on Irwin Ave from Sandford St to Martin Luther King Jr. Boulevard in January 2020 for the amount of \$505,230. This project was originally budgeted in FY 2019 for \$610,000. Of this total appropriation, \$0 was spent as of 6/30/2019, leaving unspent balances in the Local Street Fund Balance of \$610,000. The Finance Office is requesting a budget amendment of \$505,230 to account 203-463-986.000 – Irwin: Sanford to MLK.

As such, the following resolution is recommended for your consideration:

Whereas, the City of Pontiac timely approved the 2019-2020 budget on June 9, 2019 and;

Whereas, the Mayor has reviewed the department of public works requests for rollover of unused appropriations in the previous fiscal year, 2018-2019, and;

Whereas, the Mayor is proposing to the City Council to increase the appropriations for the current year 2019-2020 for the local street improvement project for Irwin Ave from Sanford St to Martin Luther King Jr. Boulevard for the amount of \$505,230 to account 203-463-986.000 as necessary to complete the projects that the City Council had fully funded and approved in the last fiscal year but were not timely expended.

Whereas, the increased appropriations will not cause the fund balance in the Major Street fund to go below the policy mandated thresholds and;

NOW THEREFORE be resolved that the City Council hereby authorizes the Interim City Clerk to publish a notice in a newspaper of general circulation at least one week before consideration of the proposed budget amendment to allocate a total of \$505,230 to the Local Street Fund in account 203-463-986.000 – Irwin: Sanford to MLK.